

Message Text

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FM SECSTATE WASHDC

TO AMEMBASSY BELGRADE PRIORITY

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FOLLOWING REPEAT STATE 220135 ACTION KABUL DATED 05 OCT

QUOTE

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E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECRETARY'S VISIT: ADMINISTRATIVE-LOGISTICAL
ARRANGEMENTS

THE ADMINISTRATIVE/LOGISTICAL REQUIREMENTS IN SUPPORT OF
THE SECRETARY'S VISIT FOLLOW. LOCAL CONDITIONS AND LENGTH
OF VISIT MAY NECESSITATE SOME CHANGES OR SUBSTITUTIONS BUT
IT IS IMPORTANT THAT WE BE TOLD WHAT THEY ARE.

1. ETA - PARTY COMPOSITION

THE SECRETARY'S PARTY WILL BE COMPOSED OF APPROXIMATELY
FORTY PEOPLE INCLUDING SUPPORT STAFF AND PRESS. THE GROUP
WILL TRAVEL ABOARD A SPECIAL MILITARY AIRCRAFT. ETA WILL
BE CONFIRMED AND A PASSENGER LIST WILL BE FURNISHED BY
SEPTEL.

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2. ENTRY/EXIT FORMALITIES

PLEASE OBTAIN WAIVER OF ANY VISA REQUIREMENTS FOR PARTY AND PRESS AND ARRANGE FOR CONSOLIDATED IMMIGRATION/CUSTOMS CLEARANCES. ADVISE IMMEDIATELY WHEN OBTAINED.

PLEASE ASSIGN AN OFFICER TO RECEIVE PASSPORTS AND FACILITATE ENTRY AND EXIT. THE PARTY HAS ALL REQUIRED INOCULATIONS.

3. OFFICE SPACE: WILL REQUIRE TWO OFFICE COMPLEXES IN THE CHANCERY, ONE FOR THE SECRETARY'S SPECIAL ASSISTANTS (HIS IMMEDIATE STAFF) AND THE SECOND FOR THE EXECUTIVE SECRETARIAT TEAM (S/S). THESE COMPLEXES NEED NOT BE CONTIGUOUS BUT MAY BE IF CONVENIENT FOR POST. IF SEPARATED, EACH COMPLEX MUST BE WITHIN A SECURE AREA WITH CONTROLLED ACCESS.

A. SPECIAL ASSISTANTS' OFFICE - MUST BE LARGE ENOUGH TO ACCOMMODATE TWO OFFICERS AND THREE SECRETARIES. MINIMUM REQUIREMENTS: FOUR DESKS, THREE TYPEWRITERS WITH STANDS, NORMAL OFFICE SUPPLIES AND FORMS AND, IF POSSIBLE, A COPY MACHINE.

B. S/S TEAM OFFICE: TWO SMALL OR ONE LARGE OFFICE, NEAR COMMUNICATIONS SECTION IF POSSIBLE, ABLE TO ACCOMMODATE FIVE-SIX PEOPLE. MINIMUM REQUIREMENTS: FOUR DESKS OR WORK TABLES, FOUR TYPEWRITERS AND STANDS, ONE COPY MACHINE AND NORMAL OFFICE SUPPLIES.

4. GROUND TRANSPORTATION

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

(1) THE SECRETARY

(2) ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE RANK OF ASSISTANT SECRETARY OR ABOVE. NAMES WILL BE PROVIDED LATER.

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(3) ONE VEHICLE FOR THE SPECIAL ASSISTANTS. (NOTE: IN DEVELOPING MOTORCADE ASSIGNMENTS TO AND FROM THE AIRPORT, IT IS ESSENTIAL THAT THIS VEHICLE BE SPOTTED WELL FORWARD, I.E. IN THE NO. 2 OR NO. 3 POSITION.)

(4) ONE VEHICLE FOR THE PRESS SPOKESMAN.

(5) ONE VEHICLE FOR THE S/S TEAMS.

(6) ONE VEHICLE FOR WHCA PERSONNEL.

(7) ONE VAN OR TWO STATION WAGONS TO TRANSPORT CLASSIFIED MATERIAL TO AND FROM THE AIRCRAFT.

(8) USSS VEHICLE REQUIREMENTS SHOULD BE DISCUSSED WITH THE ADVANCE TEAM.

(9) PRESS BUS.

POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE PARTY.

SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST PROMPT THE REQUEST THAT YOU MAKE DOUBLY SURE THAT DRIVERS KNOW HOW TO GET TO AND FROM VARIOUS POINTS THE PARTY WILL VISIT, INCLUDING THE APPROPRIATE AIRPORT, AND THE PRE-FERRED ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED ON ROUTES BEFORE ARRIVAL OF THE PARTY.

5. CAR ASSIGNMENTS

UPON RECEIPT OF PASSENGER LIST PLEASE MAKE CAR ASSIGNMENTS AND ADVISE THE DEPARTMENT (S/S-EX) IMMEDIATELY.

6. SECURITY

A. THE US SECRET SERVICE IS RESPONSIBLE FOR ALL PROTECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY. AN ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTEL. LIMITED OFFICIAL USE

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B. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL.

7. GIFTS

WE DO NOT PLAN EXCHANGE OF GIFTS UNLESS POST RECOMMENDS OTHERWISE.

8. SECRETARIAL ASSISTANCE

THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED ON A CONTINUOUS, 24-HOUR, BASIS TO WORK WITH S/S. ADDITIONALLY, A THIRD SECRETARY SHOULD BE

AVAILABLE AT ALL TIMES ON CALL.

9. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES ETC., SHOULD BE DIRECTED TO YOUR REGIONAL BUREAU.

11. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR SERVICING THE AIRCRAFT AND SUPPORTING THE CREW WILL BE HANDLED VIA MILITARY CHANNELS.

12. OFFICE MACHINES

TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

13. MISCELLANEOUS

A. WOULD APPRECIATE YOUR RECOMMENDATIONS AS TO HOW OTHER LIMITED OFFICIAL USE

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PARTY MEMBERS MAY PASS THEIR TIME WHILE OFFICIAL PARTY AND STAFF ARE OCCUPIED.

B. ARE THERE ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS, STRIKES ETC., WHICH MIGHT AFFECT VISIT?

C. ADVISE LOCAL ELECTRICAL CHARACTERISTICS, VOLTAGE AND CYCLES.

D. PLEASE FURNISH LOCAL WEATHER DATA, AVERAGE HIGH AND LOW TEMPERATURES FOR SEASON AND ANY SPECIAL CLOTHING REQUIREMENTS.

E. THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY IS JAMES B. MORAN. HE SHOULD BE MET AT PLANESIDE BY THE CONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR ADMINISTRATIVE ARRANGEMENTS.

F. MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX. KISSINGER UNQUOTE KISSINGER

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